



## Vacant Building Registration Checklist

### One Stop Shop

811 Texas Ave., El Paso, TX (915) 541-4558

City Development Department

<http://www.elpasotexas.gov/vacant/>

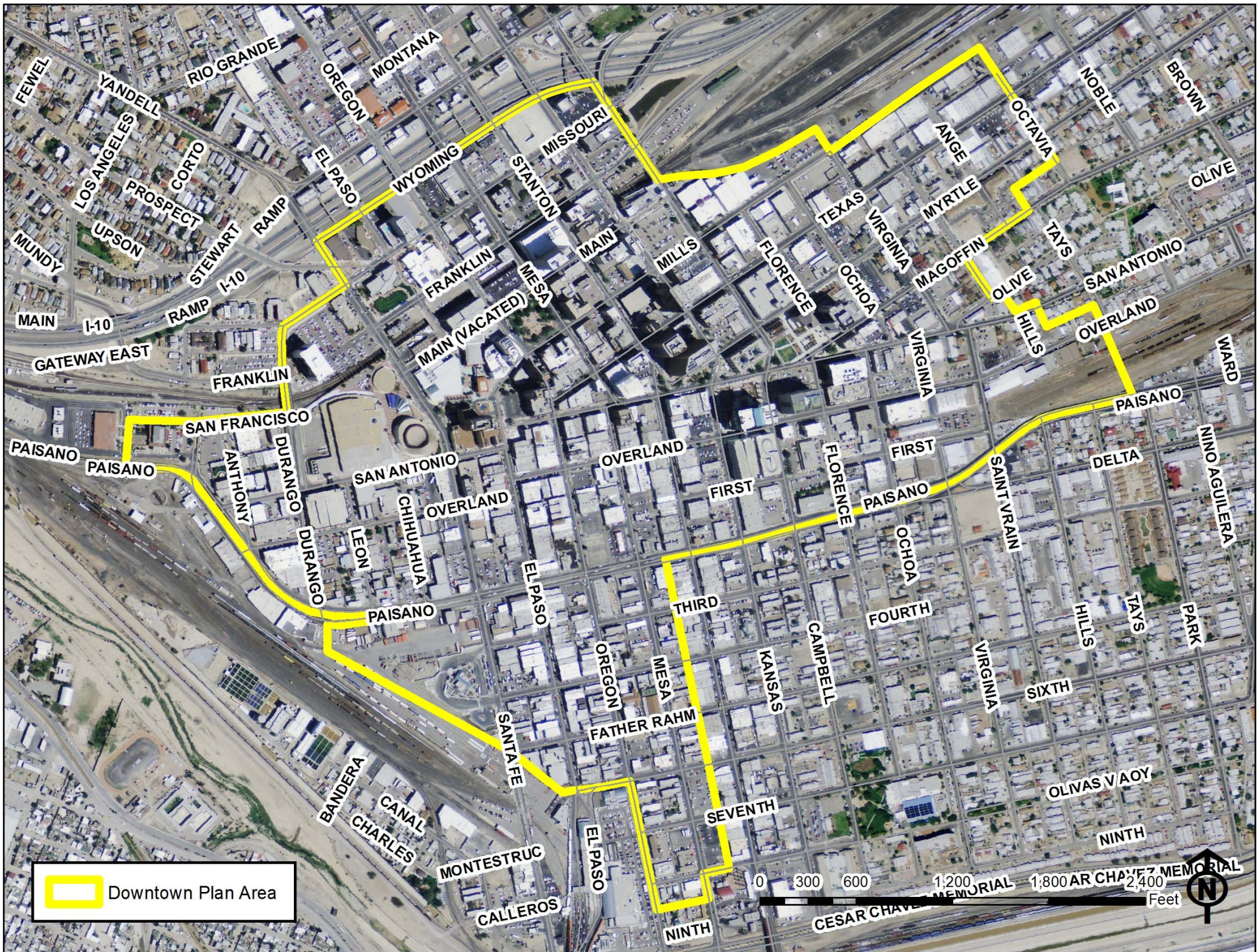
**PLEASE ANSWER THE QUESTIONS BELOW TO DETERMINE IF A VACANT BUILDING FOR WHICH YOU ARE RESPONSIBLE IS REQUIRED TO BE REGISTERED. VACANT BUILDINGS NOT REQUIRED TO BE REGISTERED *WILL NOT* BE ISSUED A REGISTRATION.**

1. Is the building located in either the Downtown Enforcement Area or the Lower Dyer Enforcement Area? (see attached map)
  - *If "no," registration is not required, do not continue questionnaire*
  - *If "yes," please continue to the next question*
2. Has the building been vacant for two years or more?
  - *If "no," registration is not required, do not continue*
  - *If "yes," please continue to the next question*
3. If answer to question 2 is "yes," indicate whether the building's use is:
  - *Residential with four or less dwelling units (go to question 4)*
  - *Nonresidential\*(go to question 5)*
4. Does at least one person reside in the building (includes buildings up to 4 dwelling units)?
  - *If "yes," registration is not required, do not continue*
  - *If "no," registration is required, please complete registration application*
5. Is the nonresidential building more than 2 stories?
  - *If "yes," go to question 6*
  - *If "no," go to question 7*
6. Does at least one person reside or conduct business in at least 60% of the total area of the building\*\*?
  - *If "yes," registration is not required*
  - *If "no," registration is required, please complete registration application*
7. Does at least one person reside or conduct business in at least 40% of the total area of the building\*\*?
  - *If "yes," registration is not required*
  - *If "no," registration is required, please complete registration application*

*\* Any use other than residential, also includes residential buildings of more than 4 dwelling units.*

*\*\* Excluding stairwells, elevator shafts, and mechanical rooms.*









Lower Dyer Neighborhood Boundaries





ENVIRONMENTAL SERVICES DEPARTMENT  
CODE COMPLIANCE DIVISION  
Vacant Building Registration Application

LVBD \_\_\_\_ - \_\_\_\_

☐ COMMERCIAL

☐ RESIDENTIAL

**PIDN:** \_\_\_\_\_ (Central Appraisal Tax Identification Number)

Legal Description: Subdivision/Survey: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Building Address: Street Number \_\_\_\_\_ Street Name \_\_\_\_\_ Space or Suite \_\_\_\_\_

Estimate of time the building will remain vacant: \_\_\_\_\_ days or until \_\_\_\_\_ (Date).

Building Total Sq. Ft. \_\_\_\_\_ Last date of occupancy (see definition 1840.020©): \_\_\_\_\_

Does the building have an operational fire suppression system? Yes \_\_\_\_\_ No \_\_\_\_\_

Submittals: Exemption Request (18.40.040): Yes \_\_\_\_\_ No \_\_\_\_\_  
Exemption Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Proof of Insurance attached? Yes \_\_\_\_\_ No \_\_\_\_\_  
Maintenance Plan Submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

**The owner shall procure and maintain combined bodily injury and property damage, \$1,000,000**

**Primary**

Owner 1 Name \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Owner 2 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Telephone: \_\_\_\_\_ Email \_\_\_\_\_

**Maintenance Plan:**

A. Provide a statement identifying procedures, means and schedules, continuously for the next calendar year that will be used to maintain the vacant building and premises in compliance with existing building and fire codes in Title 18.40.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Provide a statement stating reasons why the building will remain vacant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Provide a statement identifying what measures will be taken to monitor building condition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT**

I hereby certify that I have read and examined this application and know that same to be true and correct. I also certify that I have read and understand the requirements concerning vacant buildings in Title 18.40 of the El Paso Municipal Code.

Signature of Owner

Date

Signature of Authorized Agent

Date

www.elpasotexas.gov/environmental  
www.elpasotexas.gov/engineering  
www.elpasotexas.gov/fire  
www.elpasocad.org

Fax (915) 599-3740  
Fax (915) 541-4815  
Fax (915) 485-5678  
(915) 599-6290  
(915) 541-4558  
(915) 485-5658  
(915) 780-2000

Environmental Services Code Compliance Department:  
City Development Department:  
Fire Department:  
El Paso Central Appraisal District: